



Project Delivery Network

Right of Way Design QC Checklist

Version
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Introduction

The Project Delivery Network Right of Way Design QC Checklist is to be used with the UDOT QC/QA Procedure. This checklist is a tool to assist the project team in verifying all work is produced with due diligence, using acceptable industry standard techniques, available resources and data, and reasonable decisions by competent professionals. The checklist is a tool for the delivery of quality documents and cannot replace the sound judgment and experience of competent professionals. It is the Design Team's responsibility to verify the quality of project documents **before** distribution.

Checklist Instructions

For each deliverable listed, the QC Checker is to verify all items listed in the checklist are complete, along with any additional items the QC Checker deems necessary. The checklist items are not to be interpreted as the only items that need to be verified.

Once all items are verified, the QC Checker is to sign the associated cover sheet and upload it onto ProjectWise. The QC is not complete until the cover sheet is signed, dated, and uploaded onto ProjectWise. See the Project Delivery Network QC/QA Procedure for the appropriate cover sheet.

QC reviews are to be completed **before** distribution.

The following explanations are to aid in completing the QC checklist items:

- A checklist item deemed "complete", "correct", or "accurate" does not denote that the item is perfect, but rather that the item satisfies design criteria based on known information, acceptable techniques, and sound judgment."
- A checklist item deemed "addressed" denotes the item as "reviewed all known concerns and verified the concerns are appropriately mitigated and satisfy design criteria." Addressed concerns are not necessarily incorporated into the design, but satisfactorily mitigated.
- A checklist item deemed "identified" denotes the item as "an acceptable and economical approach to satisfy design criteria based on known information."
- A checklist item deemed "verified" denotes the item as "verified the approach/conclusion as acceptable based on known information."
- Use the check boxes to verify the checklist items are complete. If a checklist item is *not applicable* to the current project, place an NA over the check box to denote the item as not applicable. This will allow the quality assurance to verify all items were addressed.
- Use the comment sections of the Cover Sheets to address exceptions, assumptions, and unique aspects of the project. The comments will help others understand why certain decisions were made and their impacts on the project.

Right of Way Design Checklist Instructions

Repeat the J1A and J2A QC checklist items for each partial summary, final partial summary, and each supplemental summary.

The **ST and Q Parcels** are to be the 1st supplemental summary

1J1 Identify Existing Right of Way

Identify existing ROW along the project and adjacent ownerships.

References

1. [Right of Way Division Website](#)
 2. [UDOT Standard and Supplemental Drawings](#)
 3. [UDOT CADD Standards](#)
 4. ePM
 5. [UDOT Project Delivery Network](#)
 6. [UDOT Practical Design Guide](#)
 7. [UDOT QC/QA Procedures](#)
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Existing ROW Map

1. ☐ All owners in the proposed corridor are identified.
 2. ☐ The following items were reviewed for the proposed project limits.
 - a. ☐ Deeds and easements
 - b. ☐ Tax IDs
 - c. ☐ County ownership plat maps
 - d. ☐ Mining claims
 3. ☐ All found information is converted into the project coordinate system.
 4. ☐ The tax ID's were compared with the county plats and records.
 5. ☐ The DGN file follows [UDOT CADD Standards](#).
 6. ☐ The DGN is clearly identified as preliminary.
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Property Spreadsheet

1. ☐ The spreadsheet is in a logical format.
2. ☐ The spreadsheet contains all owner names, property addresses, and tax ID numbers.
3. ☐ All information appears to be correct.
4. ☐ Potential ROW and easement impacts are identified.
 - a. ☐ Level of risk assigned to each impact is appropriate.
 - b. ☐ Source of each impact is identified.
 - c. ☐ Possible mitigations are appropriate.

J1A Identify Right of Way Needs

Coordinate with the project team to identify all ROW acquisitions.

References

1. Project Designs
 2. [Right of Way Division Website](#)
 3. [UDOT Project Delivery Network](#)
 4. [UDOT QC/QA Procedures](#)
 5. [UDOT Practical Design Guide](#)
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List of Parcels Affected by Design

1. ☐ Based on the finalized geometry, all parcels that will be affected by the proposed project are included in the list.
 2. ☐ All parcels that will be affected by the project are assigned a number.
 3. ☐ All parcels have the correct owner names, property address, and tax ID number.
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Updated ROW Estimate

1. ☐ The ROW estimate is current and accurately depicts likely costs of ROW needs

J2A Develop Right of Way Plans and Documents

Develop ROW plans and documents. Repeat this activity for each partial, final, and supplemental summary.

References

1. [Right of Way Division Website](#)
 2. [Scanning and Mapping Website](#)
 3. [Right-of-Way Design Manual](#)
 4. [UDOT Right-of-Way Operational Manual](#)
 5. [UDOT CADD Standards](#)
 6. [UDOT Standard and Supplemental Drawings](#)
 7. [UDOT Plan Sheet Development Standards](#)
 8. [UDOT Project Delivery Network](#)
 9. [UDOT Practical Design Guide](#)
 10. [UDOT QC/QA Procedures](#)
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ROW Plan Sheets

1. ☐ The plans show all acquisitions that are required for the partial summary
 - a. ☐ Fee taking are shown and called out correctly
 - i. ☐ Control of access is included
 - ii. ☐ Agreements are included
 - b. ☐ Temporary easements are shown and identified correctly
 - c. ☐ Perpetual easements are shown and identified correctly
 - d. ☐ Crossing agreement descriptions are shown and identified correctly
2. ☐ All previous project acquisition parcels are shown
3. ☐ The .dgn file follows [UDOT CADD Standards](#)
4. ☐ All dimensions and areas in the drawing agree with the dimensions and areas in the legal descriptions
5. ☐ The plan sheets conform to the [UDOT Plan Sheet Development Standards](#)
 - a. ☐ All sheets are cut appropriately.
 - b. ☐ All reference files are properly attached.
 - c. ☐ All title blocks are filled out correctly
 - d. ☐ CADD standards are followed and maintained on each sheet
 - e. ☐ All parcel numbers are clear and correct
 - f. ☐ All necessary labels, callouts, identifiers, symbols, and notes are provided and correct
6. ☐ The plan sheets have been prepared in both .dgn and .pdf formats

ROW Descriptions

1. ☐ A legal description was prepared for each parcel using the current [UDOT Right-of-Way Operational Manual](#)
 2. ☐ Proper language and format is used for each description
 3. ☐ Each description closes
 4. ☐ All station and offsets are correct
 5. ☐ All geometry and areas match with the Deed Plotter
 6. ☐ All dimensions and stationing in the descriptions match with the ROW map
 7. ☐ Appropriate conveyance forms are used
 8. ☐ The current ownership is confirmed
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ROW Documents

1. ☐ The following documents are complete, accurate, and consistent with the plans and other documents
 - a. ☐ Ownership Record RW51
 - b. ☐ Summary Sheet RW53
 - c. ☐ Signature documents (deeds and easements)
 - d. ☐ ePM Summary
 - e. ☐ Vesting Documents
 - f. ☐ Deed Plotter
2. ☐ Each document is in the required format
 - a. ☐ RW51 – Word and .pdf (or .tif)
 - b. ☐ RW53 – Word and .pdf (or .tif)
 - c. ☐ Signature documents – Excel and .pdf (or .tif)
 - d. ☐ ePM Summary – Excel
 - e. ☐ ROW plan sheets - .pdf (or .tif)